

## **BUDGET TECHNICIAN**

### *Class Definition*

Under supervision, performs technical and clerical work associated with preparation and administration of the City budget.

### *Distinguishing Characteristics*

Budget Technician is a technical class assigned to the Budget and Management Studies Division of the City Manager's Office. The incumbent may complete a variety of technical and clerical assignments associated with preparing and administering the annual budget. This class differs from the professional class of Budget Analyst in that incumbents of that class perform more complex analytical and administrative assignments and are expected to complete assignments with minimal supervision and direction.

### *Typical Tasks*

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Operates data processing equipment to perform complex word processing and other automated applications.

Coordinates and plans the clerical resources necessary to complete the preparation of the budget document.

Composes routine correspondence; initiates, processes and types various forms; opens and distributes mail; copies materials.

Assembles data, prepare reports and correspondence, and maintains a variety of records and files.

Provides administrative staff support to the Budget Manager; maintains complex and technical budget records.

Assists in the design, development, preparation, and administration of the annual budget.

Reviews, researches, analyzes and prepares routine, non-departmental budget documents, such as the Master Fee Schedule and tuition reimbursement; develops recommendations for review.

Performs a variety of record keeping tasks including those related to division personnel, payroll, purchasing and budget.

Researches and makes recommendations on requests involving assigned budget units.

Compiles and assembles various reports, forms, and summaries.

May represent the division to develop and monitor coordinated city-wide clerical processes and procedures for preparing the budget.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of local government structure and procedure.

Knowledge of automated word/data processing procedures.

Knowledge of terminology, methods, techniques, and practices of data collection, report writing, and budget administration.

Ability to understand, interpret, and apply rules, policies, and procedures.

Ability to communicate effectively, orally and in writing.

Ability to operate a personal computer and use spreadsheets and related computer software.

Ability to collect data and prepare reports and correspondence.

Ability to interpret and edit written materials.

Ability to follow oral and written instructions.

Ability to perform accurate arithmetical computations.

Ability to perform accurate data entry.

Ability to establish and maintain effective working relationships.

*Minimum Qualifications*

Four years of increasingly responsible clerical experience that required the use of automated data processing equipment and applications. Satisfactory completion of accredited college or university course work in public/business administration, or related field may be substituted for up to two years of the required experience with fifteen semester units equaling one year of experience.

*Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_

JC:HJR:jl:08/27/02